

BY-LAW NO. 2018 – 98

A by-law of the City of Ottawa respecting the emergency management program for the City of Ottawa and to repeal By-law No. 2007-313.

WHEREAS subsection (1) of section 2.1 of the *Emergency Management Act and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended (hereinafter referred to as the “act”) requires every municipality to develop and implement an emergency management program;

AND WHEREAS subsection (2) of section 2.1 of the act stipulates the content of each municipality’s emergency management program;

AND WHEREAS Section 14 of the act requires an emergency management program to conform to the regulatory standards that may be made by the Solicitor General;

THEREFORE, the Council of the City of Ottawa enacts as follows:

1. In this by-law:

“act” means the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, and any regulation passed under it;

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise;

“emergency management program” means the emergency management program that shall include:

- (i) a municipal emergency plan;
- (ii) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (iii) public education on risks to public safety and on public preparedness for emergencies; and
- (iv) any other element required by the standards for emergency management programs set under the act.

“municipal emergency plan” means the emergency plan of the City of Ottawa that governs the provision of necessary services during an emergency and the procedures under and the manner in which employees of the City of Ottawa and other persons will respond to the emergency;

“situation” means that resources of the City are planning for, are responding to, are managing or recovering from an incident, event or emergency.

2. The City of Ottawa shall develop and implement an emergency management program that complies with the requirements of the act and shall be:
 - (a) reviewed annually by the Emergency Management Program Steering Committee; and
 - (b) reported on annually to City Council.
3.
 - (1) The municipal emergency plan shall be kept on file with the Office of the City Clerk and be available for inspection.
 - (2) The municipal emergency plan and any amendments to the municipal emergency plan shall be filed immediately with the Office of the City Clerk.
 - (3) In the event of any dispute with respect to the contents of the municipal emergency plan, the information contained in the plan held by the Office of the City Clerk shall be deemed to be correct.
4.
 - (1) The membership of the Emergency Management Program Steering Committee shall be as described on Schedule “A” to this by-law.
 - (2) The responsibilities of the Emergency Management Program Steering Committee include the following:
 - (a) advising Council on the development and implementation of the City’s Emergency Management Program; and
 - (b) conducting an annual review of the City’s Emergency Management Program and make recommendations to Council for its revision if necessary.
5.
 - (1) The membership of the Emergency Operations Centre Control Group shall be as described on Schedule “B” to this by-law.
 - (2) The responsibilities of the Emergency Operations Centre Control Group include the following:
 - (a) directing the City’s response in a situation, including implementing the municipal emergency plan; and
 - (b) developing procedures to govern its responsibilities in a situation.
 - (3) The members of the Emergency Operations Centre Control Group shall complete the annual training that is required under the act.
6. The City Manager, or his or her designate, is appointed the chair of the Emergency Management Program Steering Committee
7. The Manager, Security and Emergency Management, or his or her designate, is designated the Emergency Management Program Coordinator and shall have the following responsibilities:

- (a) co-ordination of the development and implementation of the City's Emergency Management Program;
- (b) co-ordination of the municipality's emergency management program so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management; and
- (c) chair the Emergency Management Program Advisory Committee.

8. The person holding the position of Director, Public Information and Media Relations, or his or her designate, is designated the Emergency Information Officer in a situation as described in the Municipal Emergency Plan.

9. (1) The Manager, Security and Emergency Management is authorized to make minor administrative changes to the Emergency Management Program to reflect organizational changes within the City's administration or to update functional responsibilities provided that the Emergency Management Program Steering Committee has approved the change.
- (2) The City Clerk and Solicitor is authorized to place a by-law implementing such administrative changes directly on the Agenda of Council.

10. Individuals who are not City of Ottawa employees or local board employees may participate in emergency management training courses upon payment of the fees prescribed in Schedule "C" of this by-law.

11. This by-law includes Schedules "A", "B" and "C" annexed hereto and Schedules "A", "B" and "C" are hereby declared to form part of this by-law.

12. By-law 2007-313 entitled "A by-law of the City of Ottawa to adopt an emergency management program for the City of Ottawa", as amended, is repealed.

13. This by-law may be referred to as the "Emergency Management Program By-law".

ENACTED AND PASSED this 11th day of April 2018.

CITY CLERK

MAYOR

Schedule “A”

Membership of the Emergency Management Program Steering Committee

The Emergency Management Program Steering Committee is comprised of the following members:

- City Manager, City Manager’s Office (Chair)
- Director, City Manager’s Office
- City Clerk and Solicitor, Office of the City Clerk and Solicitor
- General Manager, Community and Social Services Department
- General Manager and City Treasurer, Corporate Services Department
- General Manager, Emergency and Protective Services Department
- General Manager, Planning, Infrastructure and Economic Development Department
- General Manager, Public Works and Environmental Services Department
- General Manager, Recreation, Cultural and Facility Services Department
- General Manager, Service Innovation and Performance Department
- General Manager, Transportation Services Department
- Chief, Ottawa Fire Services
- Chief, Ottawa Paramedic Service
- Chief, Ottawa Police Service
- Medical Officer of Health, Ottawa Public Health
- Chief Executive Officer, Ottawa Public Library
- Director, Public Information and Media Relations
- Manager, Security and Emergency Management Branch (Alternate Chair)

Schedule “B”

Membership of the Emergency Operations Centre Control Group

The Emergency Operations Centre Control Group (EOCCG) is comprised of the following members:

- City Manager, City Manager’s Office (Chair)
- Director, City Manager’s Office
- City Clerk and Solicitor, Office of the City Clerk and Solicitor
- General Manager, Community and Social Services Department
- General Manager and City Treasurer, Corporate Services Department
- General Manager, Emergency and Protective Services Department (Alternate Chair)
- General Manager, Planning, Infrastructure and Economic Development Department
- General Manager, Public Works and Environmental Services Department
- General Manager, Recreation, Cultural and Facility Services Department
- General Manager, Service Innovation and Performance Department
- General Manager, Transportation Services Department
- Chief, Ottawa Fire Services
- Chief, Ottawa Paramedic Service
- Chief, Ottawa Police Service
- Medical Officer of Health, Ottawa Public Health
- Chief Executive Officer, Ottawa Public Library
- Director, Public Information and Media Relations
- Chief Information Officer, Corporate Services Department
- Manager, Security and Emergency Management Branch

- **Schedule “C”**

- **Emergency Management Program Training Course Fees for External Participants**

- Emergency Management Course Fee \$100.00 per day,
plus HST
- Emergency Management Course Cancellation Fee \$100.00 per day,
plus HST

BY-LAW NO. 2018 – 98

-0

A by-law of the City of Ottawa respecting the emergency management program for the City of Ottawa and to repeal By-law No. 2007-313.

-0

Enacted by City Council at its meeting of
April 11, 2018.

-0

LEGAL SERVICES

L. Petch

COUNCIL AUTHORITY:

City Council March 28, 2018
Bulk Consent Agenda Item B
(CPSC Report 30)